

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Monday, June 9, 2003
Minutes**

Held at the Mira Loma Drive county offices, the meeting was called to order at 8:40 a.m.

Item 1: Introductions

Commissioners present: Jim Botill, Chair Patricia Cragar, Jane Dolan, Marian Gage, Mark Lundberg, Sandra Machida, Karen Marlatt, and Gene Smith.

Commissioners absent: Linda Moore.

Staff present: Cheryl Giscombe, Bobbi Dunivan, and Eva Puciata.

Staff absent: None.

Also present were: Carol Roberts, Valley Oak Children's Services; Margie Ruegger, Child Abuse Prevention Council; Dana Campbell, Parent Education Network; and Jenny Sharkey, Valley Oak Children's Services.

Item 2: Agenda Review

Item 9 was considered before Item 8.

Item 3: Consent Calendar

The following items were addressed during previous Commission meetings. Staff has identified them as having no opposition and presenting no new or unusual issues requiring the Commission's attention. Unless a member of the Commission or public requests discussion, this consent calendar will be voted upon with one motion.

A. DRAFT May 16, 2003 Meeting

Karen Marlatt made a motion to approve the Consent Calendar. Sandra Machida seconded. The motion passed unanimously.

Item 4: REWARD Committee Report

Gene Smith reported.

Staff were commended for putting together the Project REWARD application packet.

At the REWARD Committee meeting on June 5, 2003, two different funding scenarios (Alternatives A and B) were discussed. Jeff Fontana from DESS has been working closely with the Committee to look at ways to maximize the County money and DESS money for funding.

Alternative A, is Based on the motion made and approved in May regarding the total amount and prior reports submitted to the State. It was recommended at the meeting to stick with this alternative. However, since the meeting, Mr. Smith, Jeff Fontana, and Eva have discussed presenting another option, Alternative B, which will draw down more funds for Project REWARD.

Eva Puciata, who began by reading the original REWARD funding motion from the July 20, 2001 minutes, explained the funding alternatives:

Item 7: Gary House made a motion to commit \$250,000 in Butte County Commission funds, per year, as long as the State match is available and pursue and support financial sustainability when the State match ends. Sandra Machida seconded. The motion passed unanimously.

Alternative A: When the application for REWARD funds was made, it originally said Butte Commission—\$250,000, DESS—\$250,000, State Commission match—\$250,000. Alternative A shows revenue of \$500,000 from the State because two years was paid upfront and put into the Commission's treasury. And, DESS actually paid \$474.7K of the local match.

Alternative C reflects the financial picture using Gary House's original 2001 motion to fund REWARD that states as long as the State match is available the Butte Commission would match it with \$250K.

Alternative B reflects a favorable change to the Financial Plan, as more revenues will be drawn down from the State into Butte County. This scenario takes advantage of the County funds that were set aside in FY 01-02 and 02-03, yet conforms to the subsequently developed Financial Plan and Funding Prioritizations.

This scenario was based on the premise that, before the development of the Financial Plan and Funding Prioritizations, BCCFC promised to pay \$250,000.00 per year on Project REWARD as long as there were matching funds for the years 01/02 and 02/03. Those funds had not been expended and are eligible for use as Commission matching funds. DESS has provided nearly \$900K for the program. DESS funds were used as the match and were expended in place of the Commission funds.

This scenario places the project in a status quo situation. However no additional funds will be available from DESS in future years per Jeff Fontana.

Marian Gage made a motion to accept Alternative B as the official approach to funding Project REWARD. Sandra Machida seconded. The motion passed unanimously.

A letter of appreciation for DESS funding will be sent to the Board of Supervisors, to acknowledge Patricia Cragar and Jeff Fontana's helpfulness in funding REWARD.

Item 5: Commission Administration Committee Report

Jim Botill reported.

A. Out-of-cycle Funding Request

The Commission received an out-of-cycle funding request from the Butte County District Attorney for the DEC program. This request is for FY 03/04 and is in the amount of \$57,035.00. Commission staff and the Administration Committee will consider the request per the policy of out-of-cycle requests and report recommendations to the full Commission in August 2003.

B. Big-Grant Contract Extension Request

A big-grant partner, Calvary Lutheran Church, inadvertently let their contract expire on December 31. This is the only grant operating on volunteer contract manager efforts. All grant monies were spent to put the playground and children's van into effect. The Administration Committee directed staff to extend the contract to allow completion of the Scope of Work.

C. Leadership Rotation/Admin. Committee Make-up.

An issue was brought up regarding the Administrative Committee's makeup: whether a balance should be sought in having two each County and Commission representatives. As the Administration Committee's primary purpose is to provide budget and administrative guidance to staff, the Administration Committee feels that the Public Health Director, who is supervisor for Commission staff (who are Public Health employees contracted out to the Commission) should always sit on the Committee. The BOS member also should always sit on the committee, as this position provides a valuable view and leverage. The Chair and Vice-Chair should comprise the remaining members. Both of the officers can be Community or County; whether these members are from the community or County isn't an issue.

The Administration Committee recommends procedures for leadership rotation and Administration Committee makeup continue as before since it has been working.

D. Parliamentary Procedures training.

To help the Commission expedite business, the Committee recommends trainers be invited to give a 45-minute refresher at the August meeting regarding previously adopted Parliamentary Procedures.

E. Recommendation for additional staff and move to adequate space.

The Administration Committee recommends the hiring of an additional Administrative Analyst, and the previously approved Administrative or Office Assistant ASAP, and moving to an appropriate space large enough to accommodate all staff. Six other counties receiving within \$20,000 of our monthly disbursement were asked for their staffing levels and job descriptions. Four responded, two receiving a little less than our disbursement, and two receiving a little more. All four counties have the equivalent of 5 to 6 staff. Butte staff is at burnout, trying to keep up with the required workload with a staff of only 3.

Gene Smith made a motion to add another staff member (using \$20K of monies allocated for Evaluation), and to allow staff to move to appropriate space. Karen Marlatt seconded. The motion passed unanimously.

F. Recommendation to meet every other month, with special meetings as needed.

The Administrative Committee recommends meeting every other month, with special meetings held between them when necessary. This will allow enough time for staff and committees to meet and accomplish the work produced by the Commission meeting decisions.

Dana Campbell would like Commission Staff to look into surplus furniture instead of new.

Sandra Machida made a motion that the Commission will meet for FY 03/04 the 3rd week of August, Sept., Nov., Jan., March, and May; and for FY 04/05 the 3rd weeks of Sept., Nov., Jan., March, and May. Additional special meetings will be held if needed. Jane Dolan seconded. The motion passed unanimously.

There was a break at 10 A.M. The meeting resumed at 10:17 A.M.

Item 6: Commission Strategic Plan Committee Report

Advisory Group's recommendations on Strategic Plan indicators and performance measures. Marian Gage reported. A comparison of Butte County CDC Strategic Plan and the statewide Draft PEDS evaluation plan was discussed. It was determined that a certain level of County-specific evaluation will need to be done in addition to the statewide evaluation.

It was recommended that the Strategic Plan Committee will expand to be the "Strategic Plan and Evaluation Committee" in order to look at developing the processes required to start the County-level evaluations that are needed/wanted. Marian, Sandra, Gene, and Patricia will sit on the committee.

Marian Gage made a motion that the Strategic Plan Committee will expand to be the "Strategic Plan and Evaluation Committee" and to look at developing how to do the County-level evaluations. Sandra Machida seconded. The motion passed unanimously.

Item 7: Staff Report

Cheryl Giscombe voiced appreciation to Staff for having pulled together a Commission meeting and all its required background work during her vacation and illness following.

Bobbi Dunivan reported on the Partner Reviews and Site Visitations.

Eva Puciata reported that the State revenue match of \$159,059.00 for the School Readiness Initiative was received by BCCFC on May 30, 2003.

Interest earnings are going down. The earning rate is currently 4.45%, down from 4.73%.

Items 9 & 8: Closed Sessions

The Commission went into closed session upon arrival of County Counsel at 10:35 a.m.

The meeting adjourned at 11:50 a.m.

Minutes by Josie Smith of An Executive Assistant.
530-345-0778